

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120138-2 DDS/OL/SD 80

REPORTS INVENTORY

XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Cognizant Office T/Allocation 61 Stock Status Report

2. TYPE
OF
REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL
☒ LOGISTICS
☐ MEDICAL

☐ TRAINING
☐ SECURITY
☐ FINANCE

☐ ADMIN. GENERAL
☐ OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

6

7. FORMAT (memorandum, form computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

☒ YES
☐ NO IF YES GIVE ADP PROCESSING NO. 222

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS, DC/TSD,

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-11	5.72	320		1830.40	12		21,964.80

B. COSTS OF COMPUTER PRODUCED REPORTS

			5.22	72	375.84
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TOTAL COSTS PER YEAR

22,340.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). If known, include date report was first started and component who established requirement.

This report is used extensively by TSD as a basic stock reference source. In addition, is used as a stock management and analysis tool.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

FORM 9-70

142

Classification

(22-36-43)

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AC/OL/SD/SMB/GMMB